

## WARREN COUNTY BOARD OF SUPERVISORS

### COMMITTEE: SUPPORT SERVICES

DATE: DECEMBER 10, 2014

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS TAYLOR  
MCDEVITT  
FRASIER  
BROCK  
SEEBER

**OTHERS PRESENT:**

AMY CLUTE, SELF INSURANCE ADMINISTRATOR  
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD  
PAUL DUSEK, COUNTY ADMINISTRATOR  
JOAN SADY, CLERK OF THE BOARD  
FRANK THOMAS, BUDGET OFFICER  
SUPERVISORS CONOVER

**COMMITTEE MEMBERS ABSENT:**

SUPERVISORS VANSELOW  
WOOD

KENNY

MERLINO

SOKOL

GRETCHEN STEFFAN, COUNTY HUMAN RESOURCES DIRECTOR

MIKE SWAN, COUNTY TREASURER

DON LEHMAN, *THE POST STAR*

SAMANTHA HOGAN, ASSISTANT SECRETARY TO THE CLERK OF THE BOARD

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Mr. Taylor called the meeting of the Support Services Committee to order at 8:45 a.m.

Motion was made by Mrs. Frasier, seconded by Mr. McDevitt and carried unanimously to approve the minutes of the previous Support Services Committee Meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Amy Clute, Self Insurance Administrator, who presented a request to authorize the Warren County Treasurer to transfer unencumbered monies in the Self-Insurance Fund as of December 31, 2014, up to the maximum limit of \$4 million, into the Contributory Reserve Fund.

Motion was made by Mr. McDevitt, seconded by Mrs. Frasier and carried unanimously to approve the request as outlined above and refer same to the Finance Committee. *A copy of the request form is on file with the minutes.*

Privilege of the floor was extended to Paul Dusek, County Administrator, who distributed copies of a Salary Study completed for the position of Confidential Secretary to the County Administrator. *A copy of the salary study is on file with the minutes.*

Mr. Dusek advised that the information handed out had been emailed to the Committee members prior to the meeting for review. He then asked Gretchen Steffan, County Human Resources Director, to review the salary study. Ms. Steffan advised that based on the data she had compiled, she was recommending a salary range of \$35,000 to \$45,500 to the County Administrator. She stated that she had compared the range with the CSEA Contract, which had many administrative titles within it and had come to the conclusion that an appropriate starting salary would be \$37,500 for the potential candidates that had applied for the position.

Mr. Taylor congratulated Ms. Steffan on an excellent job and agreed that \$37,500 was a good starting salary which he believed everyone would be in agreement with.

Ms. Seeber thanked Ms. Steffan for the very comprehensive salary study, recognizing the hard work that went into compiling the information.

Mr. McDevitt inquired about the stipends that were included in the salary study pertaining to the District Attorney's (DA) Secretary and the Confidential Assistant to Superintendent of Public Works. He stated that within a Civil Services System

he did not believe that stipends should be used. Ms. Steffan replied that she did not have a lot of information on how the stipends were awarded. She explained that it was her understanding they were awarded to individuals that went above and beyond their normal job description.

Mr. Dusek explained that in the case of the DA's Secretary, the additional compensation was for extra duties related to a specific grant. Chairman Geraghty added that the stipend issued to the Confidential Assistant to the Superintendent of Public Works was due to the fact that this individual had authority to sign documents in the absence of the Superintendent.

Ms. Seeber advised that she had discussed this matter with Mr. Dusek and noted that the DA's Secretary was receiving stipends for grant work that she did pertaining to recidivism issues and that if the stipend was removed from her salary she would be on the lower end of the pay scale.

Ms. Seeber asked Mr. Dusek if he had conducted any interviews, and if so, did he have someone in mind for the position. Mr. Dusek replied that he and JoAnn McKinstry, Assistant to the County Administrator, had conducted all of the interviews and they did have a candidate they would like to offer the position to. He advised he hoped to make the offer after the Committee meeting, but noted that the candidate would have to give notice to their current employer and it would be a couple of weeks before they started work. Ms. Seeber asked Mr. Dusek if he agreed with Ms. Steffan's salary recommendation of \$37,500, and he answered affirmatively.

Motion was made by Mr. McDevitt, seconded by Ms. Seeber and carried unanimously to approve the salary of \$37,500 for the position of Confidential Secretary to the County Administrator as presented above and to refer same to the Personnel Committee in order to amend the Table of Organization.

As there was no further business to come before the Support Services Committee, on motion made by Mr. Brock and seconded by Mrs. Frasier, Mr. Taylor adjourned the meeting at 9:00 a.m.

Respectfully Submitted,  
Samantha Hogan, Assistant Secretary to the Clerk of the Board